


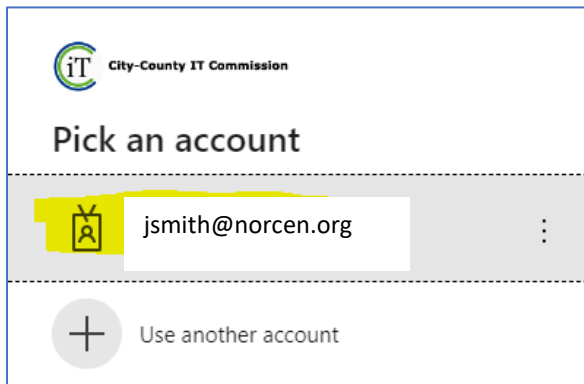
## UKG Job Aid – Desktop Time Clock Entry

From the Time Clock Entry page, you can clock in, clock out, clock meal breaks (lunch), and clock transfers.

### Log In to UKG

Click on the UKG desktop icon .

You will be asked to “Pick an account.” Your norcen.org email account should display like in the sample below. If it does not display, you will need to type it in.



The screenshot shows the 'Pick an account' screen from the City-County IT Commission. At the top left is the 'iT City-County IT Commission' logo. The main heading is 'Pick an account'. Below this, there is a list of accounts. The first account is highlighted in yellow and shows a calendar icon, the email address 'jsmith@norcen.org', and a vertical ellipsis menu icon to its right. Below the list is a button with a plus sign and the text 'Use another account'.

The PW screen is your **Network** password. The one you log onto your computer with.



The screenshot shows the 'Enter password' screen from the City-County IT Commission. At the top left is the 'iT City-County IT Commission' logo. Below the logo is a back arrow and the email address 'jsmith@norcen.org'. The main heading is 'Enter password'. Below this is a password input field with the placeholder text 'Password', which is highlighted in yellow. Below the input field is a link that says 'Forgot my password'. At the bottom right is a blue button with the text 'Sign in'.

If prompted, completed the MFA (Multifactor Authentication) piece.



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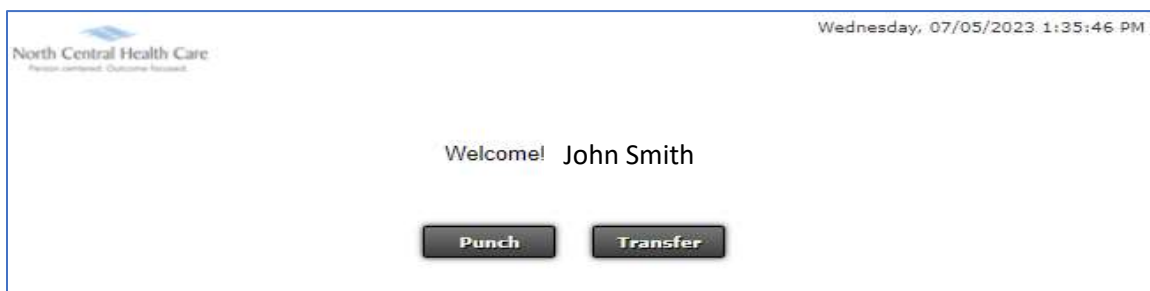
UKG Dashboard displays.

**NOTE:** UKG menu options are security driven, and individuals may configure dashboards by preference; **your UKG view may be different from screen shots in this document and other users.**

Click the **MYSELF** icon 

Scroll down the column and click **Time Clock Entry**.

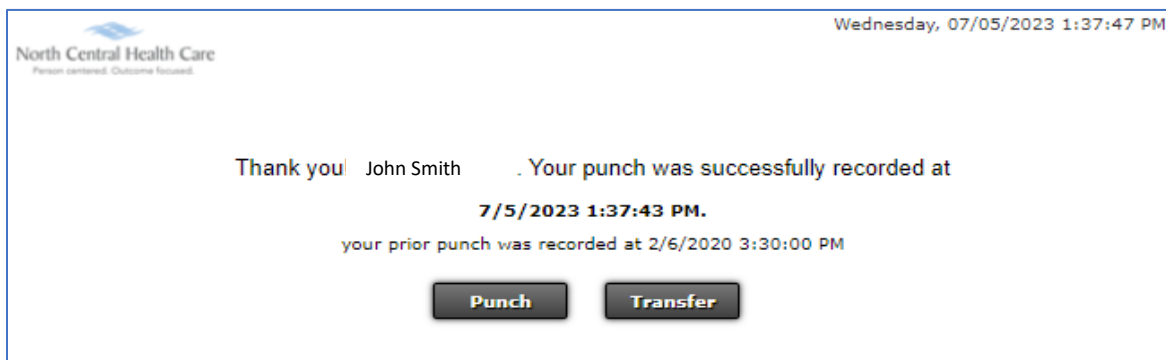
Time Clock Entry screen displays. Uses Time Clock Entry screen to record *in/out* punches and *transfers*.



### Clock an In/Out Punch

Click **Punch**

A message displays stating the date and time of your *last recorded punch*, as well as the date and time of the *punch prior*.





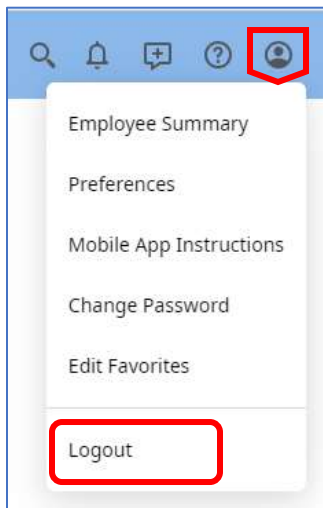
## UKG Job Aid – Desktop Time Clock Entry

To *continue working* within UKG, click the NCHC logo found on the top blue bar.



OR

To *exit* UKG, click the **Person** icon and **Logout**.



### Click a Transfer

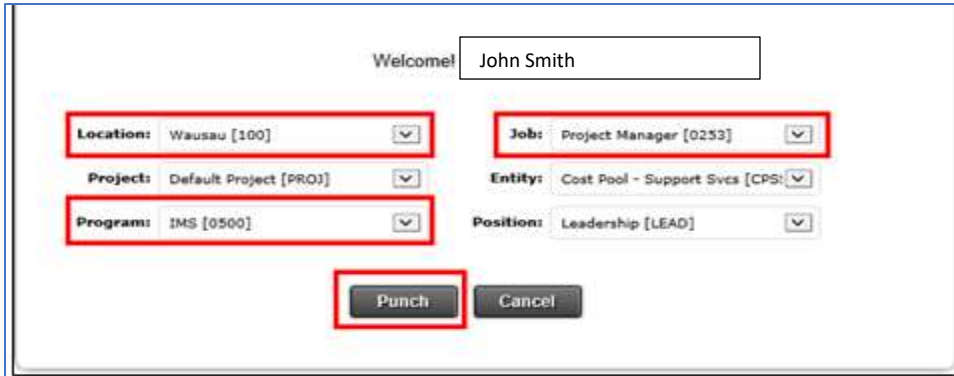
Within Time Clock Entry screen, click **Transfer**



Transfer options display. **Select appropriate transfer options** from drop-down lists (e.g., Location, Program, and Job).

## UKG Job Aid – Desktop Time Clock Entry

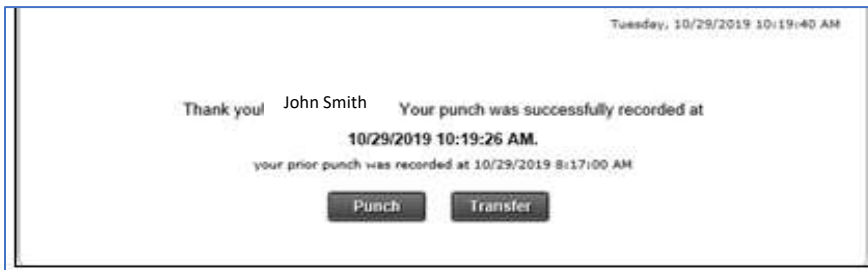
Click **Punch**



Welcomel John Smith

**Location:** Wausau [100]   
**Job:** Project Manager [0253]   
**Project:** Default Project [PROJ]   
**Entity:** Cost Pool - Support Svcs [CPS]   
**Program:** IMS [0500]   
**Position:** Leadership [LEAD]

A message displays stating the date and time of your *last recorded punch*, as well as the date and time of the *punch prior*.



Tuesday, 10/29/2019 10:19:40 AM

Thank you John Smith Your punch was successfully recorded at  
**10/29/2019 10:19:26 AM.**  
your prior punch was recorded at 10/29/2019 8:17:00 AM

To *continue working* within UKG, click the NCHC logo found on the top blue bar.



OR

To *exit* UKG, click the **Person** icon and **Logout**.

